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12 April 1960

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MEMORANDUM FOR: Chief of Operations  
Chiefs, Special Staffs  
Chiefs, Operating Divisions

SUBJECT: Delegation of Authority to Approve Projects

RESCISSION: Memorandum from Acting DD/P to  
COPS, C/CI, C/FI, C/PP and Chiefs,  
Operating Divisions, dated 31 October  
1958, same subject

1. Authority is hereby delegated to Chiefs of Operating Divisions to approve new projects and to renew, amend, extend and terminate projects provided the action taken will not cause the total annual project authorization to exceed \$10,000.
2. The same authority is hereby delegated to Chiefs of Special Staffs for projects for which their respective staffs have operational responsibility.
3. Notwithstanding the above delegation of authority, any project which raises significant questions of policy should be submitted for approval by the DD/P (or COPS or ADDP/A) even if the total funds authorized are less than \$10,000.
4. It is the responsibility of each chief of a division or special staff, before giving final approval to projects in accord with the above authority or recommending projects for approval by higher authority, to ensure that there has been consultation or coordination with other components if and as appropriate. Consultation or coordination is appropriate if a project affects the activities of, or requires action by, another component or would benefit from the application to it of specialized skills or knowledge available in another component.

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5. Two copies of all project actions approved by Chiefs of Operating Divisions or Special Staffs will be delivered to the Projects and Programs Group, Office of the DD/P, for information and reference. Any consultation or coordination that has been effected will be indicated on these copies. Three copies of all project actions requiring approval beyond the Operating Division or Special Staff will be delivered to the Projects and Programs Group for submission to the DD/P (or COPS or ADDP/A) or higher authority as required.

6. It is the responsibility of the C/PG to monitor the approvals procedure and to ensure that staffs and divisions are informed of the status of projects of interest to them and that appropriate consultation and coordination are effected.



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**RICHARD M. BISSELL, JR.**  
Deputy Director  
(Plans)

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